

TRAIN THE TRAINER

Rationale

Trainers play a crucial role in ensuring the effectiveness of an organization's training programmes. Trainers must have the knowledge and skills of identifying training needs, designing proper training programmes and conducting training in an effective manner.

Objectives

At the end of the workshop, participants should be able to:

1. Identify their training role and explain the systems approach to training.
2. Explain the four major roles of Trainers.
3. State at least seven characteristics of an effective Trainer.
4. State at least seven principles of Adult Learning.
5. Conduct a proper analysis of targeted audience's training needs.
6. Establish and write specific and concise training objectives.
7. Develop appropriate learning materials.
8. Select appropriate training methods and audiovisual aids.
9. Motivate and maintain interest of audience.
10. Select appropriate techniques of evaluating the effectiveness of their training programmes.

Content

1. Overview of Training in organizations
2. Roles of the Trainer
3. Adult Learning
4. Determining Training Needs
5. Writing training objectives
6. Determining content and training methods
7. Designing and using audiovisual aids
8. Effective presentation skills
9. Evaluation of training

Methodology

Interactive lectures, group discussions, training competence questionnaire, exercises, and video-taped presentation by participants

Duration

3 days

Target Group

Trainers

Facilitator

Dr. Ranjit Singh Malhi